

Massachusetts Board of Registration in Pharmacy

PHARMACY TECHNICIAN REGISTRATION

FREQUENTLY ASKED QUESTIONS for EMPLOYERS and APPLICANTS

To review Board Regulations on Technician Registration (247 CMR 8.02-8.07), visit the Board's website at www.state.ma.us/reg/boards/ph/default.htm.

Question # 1 Who can be employed in a pharmacy **to assist the pharmacist** ?

Answer: A pharmacy technician trainee; a pharmacy technician; a certified pharmacy technician; and a pharmacy intern may be employed in a pharmacy **to assist the pharmacist**. If an individual is NOT one of the above, the person may NOT be employed to assist the pharmacist in the pharmacy. Of course, non-registered individuals may also work in a pharmacy; however, they may **not** "assist" the pharmacist.

Question # 2 When can applicants apply for registration as pharmacy technicians ?

Answer: It is expected that the process for registering pharmacy technicians will begin on or about May 1, 2002. Applications should be able available on or about by April 01, 2002.

Applications are available from Professional Credentialing Services, Inc. (PCS) by calling toll-free 1-877-887-9727 or www.pcshq.com.

Please do NOT call the Board for an application.
Applications will only be available from PCS.

Question # 3 How old must a person be to register as a Pharmacy Technician ?

Answer: Applicants must be at least 18 years old.

Question # 4 Do applicants have to be a high school graduate to apply ?

Answer: Applicants must be **either** a high school graduate; have earned a G.E.D.; **or** be currently enrolled in a program that awards a degree or certificate.

Question # 5 What is the final date that all pharmacy technicians must be registered with the Board ?

Answer: All technicians should register as soon as possible after May 1, 2002 but **not later than December 31, 2002**.

Applicants who are applying under the **Grandparent Provision** may qualify based on experience completed prior to July 1, 2002; however, those applicants must **also** complete an examination and apply to the Board for registration by July 1, 2003. Grandparent Provision applicants must meet all requirements prior to application and may NOT work as pharmacy technicians until they are registered with the Board.

Employers should also note that only registered personnel may be counted in the supervisory ratios set forth in 247 CMR 8.06(3).

Question # 6 Where can an employer obtain a copy of the Board approved pharmacy technician competency assessment examination ?

Answer: At the present time, the only examination that has been approved by the Board is the Mass. Society of Health System Pharmacists (MSHP) / and Mass. Independent Pharmacists Assoc. (MIPA) examination. Contact MIPA at 781-297-0965 and or www.mipanet.org to obtain information regarding the approved examination. Employers may develop their own examination, which must include at least 50 questions and cover the knowledge based areas described in 247 CMR 8.02(1)(a)6.(i-vi); and submit the examination to the Board for approval.

Question # 7 Do applicants applying under the Grandparent Provision (experience acquired prior to July 1, 2002) also have to take a Board-approved competency assessment examination ?

Answer: **YES** (see Question # 5), unless the applicant is currently a Certified Pharmacy Technician (see Question #8).

- Question # 8** I employ a Certified Pharmacy Technician; **or** I am a Certified Pharmacy Technician. What requirements does a Certified Pharmacy Technician have to meet to qualify for registration ?
- Answer:** Applicants with **current** PTCB or ExCPT certification need only provide a copy of their current PTCB or ExCPT Certificate with the application to qualify for registration.
- Question # 9** Does a college of pharmacy student who is **not** registered as an intern have to register as a pharmacy technician ?
- Answer:** **YES**; if a student **not** registered as an intern reaches the 1000 hour maximum number of hours allowed as a pharmacy technician trainee (247 CMR 8.03(3)), the student is required to take a Board-approved examination and apply for registration as a pharmacy technician.
- Question # 10** Are applicants required to complete a Board-approved pharmacy technician training program to qualify for registration ?
- Answer:** **NO**, an applicant is not required to complete a formal “training program” to meet the 500 hour experience requirement for registration; however, the Board ***strongly recommends*** that applicants complete a Board-approved training program; such programs could be either developed by the employer or may be available through the colleges of pharmacy or other approved sites.
- Question # 11** What are the fees to register as a Pharmacy Technician ?
- Answer:** Application fees are listed on the application. To register, applicants will be required to pay an \$85.00 application fee to PCS. Applicants will also be required to pay a Board Registration fee (to be established by the Executive Office of Administration and Finance: estimated to be in the range of \$25.00 to \$38.00). **All fees will be payable to PCS.** A Board renewal fee will be required every two years after the initial registration period on the birthdate of the applicant.
- Question # 12** What is required to maintain current PTCB or ExCPT certification (CEUs, etc.) ?

Answer: For all questions related to PTCB or ExCPT certification, visit the following websites: www.ptcb.org. or www.nationaltechexam.org

Question # 13 In what capacity can a person under age 18 be employed in the pharmacy ?

Answer: A person who is at least 16 years old may be employed as a technician trainee; provided that they are a high school graduate (or equivalent) or currently enrolled in a program which awards a diploma or certificate. The Board believes this policy may encourage a high school junior or senior to consider a career in pharmacy practice.

Question # 14 How long is the pharmacy technician registration process?

Answer: If the application is complete and no further information is requested by PCS, applicants should be mailed a notice of eligibility within five-ten business days of application and a wallet registration card within four to six weeks of approval.

Question # 15 What happens if a certified pharmacy technician's PTCB or ExCPT certification expires?

Answer: Until PTCB or ExCPT certification is again current, the pharmacy technician must: (1) function and be counted in supervisory ratios as a pharmacy technician; and (2) be limited to performing only those duties authorized to be performed by Pharmacy Technicians, as set forth in 247 CMR 8.06.

Question # 16 What is the Board's authority and jurisdiction over pharmacy technicians ?

Answer: Pursuant to Mass. Gen. Laws. Chapter 112, sections 24C – 24F, the Board has authority and jurisdiction over pharmacists, pharmacies and pharmacy technicians. Similar to the licensure of pharmacists and pharmacies, the Board is authorized to establish the requirements for the registration of pharmacy technicians and to review complaints filed regarding the conduct of a pharmacy technician.

For example, where a medication error is alleged to have occurred, the Board typically reviews the conduct of all parties involved, including the pharmacist and any assisting

personnel such as pharmacy technicians, as well as the policies and procedures of the pharmacy.

Question: # 17 If an individual has already taken an employer administered technician examination, will that examination be acceptable for registration ?

Answer: If the employer submits the examination to the Board for review and receives Board approval, the examination will be acceptable for registration.

Question # 18 What is the “passing score” required by the Board ?

Answer: The Board’s minimum required passing score is 75 %; however, employers may require a higher score for employment. Individual company requirements are **separate** from the Board requirements.

Duties that may be performed by certified pharmacy technicians, pharmacy technicians and pharmacy technician trainees are listed on the following page. Please also refer to Board Regulations 247 CMR 8.02 through 8.07 for additional information.

WHO MAY PERFORM THE DUTY

<u>DUTIES</u>	Certified Pharmacy Technician	Pharmacy Technician	Trainee
Request and accept new prescription authorization	YES*	NO	NO
Request and accept refill authorization	YES*	YES*	NO
Enter prescription data into a data processing System	YES	YES	YES*
Take a stock bottle from the shelf for an Rx	YES	YES	YES*
Reconstitute an Rx	YES	YES	YES*
Affix label to the prescription container	YES	YES	YES*
Prepare unit-dose, modified unit-dose and medication cards	YES	YES	YES*
Make the Offer to Counsel	YES	YES	YES*
Bulk compounding	YES	YES	YES*
Assist in transport of Schedule II Controlled Substances	YES*	YES*	NO
Assist in handling of Schedule II Controlled Substances	YES**	NO	NO

* Provided the pharmacist on duty approves

** Provided the pharmacist on duty approves and the approval is documented in written policies and procedures made available to the Board upon request

Updated: September 6, 2006